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Security - 11

Chief, Physical Security Division
Office of Security

11 March 1964

ATTN :
Chief, Records Administration Staff

Request for Secure Area, GH-0915, Headquarters

1. This office has reviewed request from Chief, Administration Staff, ORR, to convert Room GH-0915 into a secure area.

2. In our inspection of this area, it was determined that securing of this room will permit returning to stock;

2 - 4 drawer and 3 - 2 drawer safes.

3. The substitution of 5 drawer cabinets for the present safe type equipment will reduce filing equipment costs approximately \$2,500 and permit 20% additional filing space with no increase in floor space use.

4. As the resulting actions are in the best interests of sound Records Management practices, I therefore approve this request.

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DDS/RAO/RDB/c fms (10 Mar '64)

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